

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Instruction/Curriculum**

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**TITLE: DEPARTMENT CHAIR**

**QUALIFICATIONS:**

1. Hold a New Jersey instructional certificate, and subject matter endorsement and other appropriate endorsement(s) (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. Demonstrated knowledge of subject specialty and effective teaching methods.
4. Minimum five years of successful teaching experience.
5. Excellent evaluations and recommendations.
6. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Ability to work independently and make effective decisions.
8. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Ability to maintain a positive learning environment
10. Strong interpersonal and communication skills.
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
12. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
13. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
17. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**REPORTS TO:** Principal and/or designated Administrator

**JOB GOAL:**

To assist teachers in providing an approved education program in the specialty high school or middle school subject matter (such as English, mathematics, or science) and establishing a class environment that fosters learning and personal growth; assists teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and exercises leadership skills to resolve minor scheduling conflicts, encourage learning, and maintain good relationships among parents, students and other departmental staff members.

## DEPARTMENT CHAIR (continued)

### **PERFORMANCE RESPONSIBILITIES:**

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Works to achieve state core curriculum content standards and district educational goals and objectives in a specific academic discipline or department, by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
4. Assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
5. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct departmental staff and students until assistance arrives and the emergency is over.
6. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials in a specific academic discipline or department and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
7. Coordinates and assists the efforts of certified staff in a specific academic discipline or department to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
8. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.
9. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
10. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
11. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
12. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to budget class time effectively.
13. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
14. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
15. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.
16. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through inservice education and other professional growth activities, and as an intermediary to supervisory staff establishes and verifies the professional development needs of teaching staff and conveys those needs to the central office.
17. Coordinates and assists certified staff in a specific academic discipline or department in their participation in school-level planning, faculty meetings/committees and other school system groups.
18. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to make effective use of community resources to enhance the instructional program.
19. Chairs certified departmental staff meetings and portions of meetings on curriculum and operations, as assigned.
20. Continues to teach classes in a specific academic discipline or department as assigned but with a reduced schedule in

## DEPARTMENT CHAIR (continued)

order to allow time for coordination and assistance to other departmental certified staff.

21. Attends meetings as assigned and accurately reports back as a liaison to certified staff on items related to achieving district educational goals
22. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
23. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
24. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
25. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
26. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
27. Complete the required State-approved continuing professional development in accordance with State and district procedures.
28. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
29. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
30. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
31. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.

**DEPARTMENT CHAIR (continued)**

2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**TERMS OF EMPLOYMENT:** 10-month employee, stipend as set by the PEA Contract.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville BOE

Date: October 13, 2015

Revised:

**LEGAL REFERENCES:**

N.J.S.A. 7F COMPREHENSIVE EDUCATIONAL IMPROVEMENT AND FINANCING ACT  
N.J.S.A. 18A:6-7.1 CRIMINAL HISTORY RECORD; EMPLOYEE IN REGULAR CONTACT WITH PUPILS; GROUNDS FOR DISQUALIFICATION FROM EMPLOYMENT; EXCEPTION  
N.J.S.A. 18A:6-10 DISMISSAL AND REDUCTION IN COMPENSATION OF PERSONS UNDER TENURE IN PUBLIC SCHOOL SYSTEM  
N.J.S.A. 18A:16-2 PHYSICAL EXAMINATIONS; REQUIREMENT  
N.J.S.A. 18A:25-2 AUTHORITY OVER PUPILS  
N.J.S.A. 18A:25-4 SCHOOL REGISTER; KEEPING  
N.J.S.A. 18A:26-1 CITIZENSHIP OF TEACHERS, ETC.  
N.J.S.A. 18A:26-1.1 RESIDENCE REQUIREMENT PROHIBITED  
N.J.S.A. 18A:26-2 CERTIFICATES REQUIRED; EXCEPTION  
N.J.S.A. 18A:27 EMPLOYMENT AND CONTRACTS  
N.J.S.A. 18A:28-3 NO TENURE FOR NONCITIZENS  
N.J.S.A. 18A:28-5 TENURE OF TEACHING STAFF MEMBERS  
N.J.S.A. 18A:28-8 NOTICE OF INTENTION TO RESIGN REQUIRED  
N.J.A.C. 18A:37 DISCIPLINE OF PUPILS  
N.J.A.C. 6A:7 MANAGING FOR EQUALITY AND EQUITY IN EDUCATION  
N.J.A.C. 6A:8 STANDARDS AND ASSESSMENT

SEE PARTICULARLY:

N.J.A.C. 6A:8-2.4 AUTHORITY FOR REQUIREMENT TO ESTABLISH EARLY CHILDHOOD EDUCATION PROGRAMS  
N.J.A.C. 6A:8-3.4 REQUIREMENTS FOR EARLY CHILDHOOD EDUCATION PROGRAMS  
N.J.A.C. 6A:9 PROFESSIONAL LICENSURE AND STANDARDS

SEE PARTICULARLY:

N.J.A.C. 6A:9-3.3 PROFESSIONAL STANDARDS FOR TEACHERS  
N.J.A.C. 6A:9B STATE BOARD OF EXAMINERS AND CERTIFICATION

SEE PARTICULARLY:

N.J.A.C. 6A:9B-5 GENERAL CERTIFICATION POLICIES  
N.J.A.C. 6A:9B-8 REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATE

DEPARTMENT CHAIR (continued)

N.J.A.C. 6A:9B-9 INSTRUCTIONAL CERTIFICATES

N.J.A.C. 6A:9B-9.1 AUTHORIZATIONS-GENERAL

N.J.A.C. 6A:9B-9.2 ENDORSEMENTS AND AUTHORIZATIONS

N.J.A.C. 6A:9B-10 EXCEPTIONS TO REQUIREMENTS FOR THE INSTRUCTIONAL CERTIFICATE

N.J.A.C. 6A:9C-3 REQUIRED PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

N.J.A.C. 6A:10 EDUCATOR EFFECTIVENESS

SEE PARTICULARLY:

N.J.A.C. 6A:10-2.1 ET SEQ. EVALUATION OF TEACHING STAFF MEMBERS

N.J.A.C. 6A:10-4.1 ET SEQ. COMPONENTS OF TEACHER EVALUATION

N.J.A.C. 6A:16 PROGRAMS TO SUPPORT STUDENT DEVELOPMENT

N.J.A.C. 6A:32-5.1 STANDARDS FOR DETERMINING SENIORITY

N.J.A.C. 6A:32-6 SCHOOL EMPLOYEE PHYSICAL EXAMINATIONS

N.J.A.C. 6A:32-7 STUDENT RECORDS

N.J.A.C. 6A:32-8 ATTENDANCE AND PUPIL ACCOUNTING

IMMIGRATION REFORM AND CONTROL ACT OF 1986, 8 U.S.C.A. 1100 ET SEQ.

NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110, 20 U.S.C.A. 6301 ET. SEQ.